



Be the difference ... Become a governor

Guidance for prospective governors

Sheffield Children's NHS Foundation Trust

Governor Elections 2020

Welcome from the Chair

If you have registered as a member of the Trust you'll already be interested in your local hospitals - the quality of care we offer, the modern services we provide, as well as our plans for future improvement and development.

With this in mind, have you thought about further supporting your local NHS trust by becoming a governor?

Our governors play a vital role representing the public. They influence the Trust to make improvements, develop services and also hold non-executive directors to account for the performance of the Board of Directors.



Being elected as a governor doesn't just mean attending a council meeting every quarter (although you'll do that to assess how well the Trust is doing). Governors at the Children's also play an active role in improving patient services, checking cleanliness in the hospitals, and engaging patients to find out what they really think.

Our governors speak to patients to get the 'real picture' and they tell us when a problem needs to be put right. They represent our members and the local community to ensure we are delivering on our promises and improving all the time for the good of patients.

As a result of the coronavirus pandemic, governors are meeting in new ways, and have new opportunities to contribute to important changes at Sheffield Children's. Due to social distancing, many meetings are being held virtually, allowing governors to play their part from home. As the NHS learns more lessons as a result of the pandemic, services will be reshaped for the better to meet children's needs in new and innovative ways. Governors have a vital role in steering this process.

We are looking for people of all ages and from different backgrounds across Sheffield and beyond to become governors.

This year we need public governors to represent Sheffield, the Rest of South Yorkshire and the Rest of England and Wales as well as staff governors for medical and dental, nursing and midwifery and other clinical healthcare seats.

This booklet explains everything you need to know. All nominations for the elections must be received by **5pm on 13 July 2020**.

Even if you don't think being a governor is for you, it's still possible to have your say on the Trust's future. All members will receive a voting pack – so use your vote and make it count!

A handwritten signature in black ink, appearing to read 'S Jones'.

Sarah Jones, Chair

Our story

Sheffield Children's NHS Foundation Trust is a dedicated children's hospital trust which provides integrated healthcare for children and young people, including community and mental health care as well as acute and specialist services. We see children from 0-16 in most cases and in some cases up to 18.

We provide a full range of services for residents of Sheffield and South Yorkshire as well as specialised services for patients from across the United Kingdom.

Demand for our services is growing and we are increasingly delivering healthcare to patients over a wider geographical area as our reputation for providing outstanding specialist care grows.

We have some of the best medical and surgical services for children in the country. In 2018/19, 219,617 patients came to the hospital as inpatients or outpatients. A further 56,956 children attended our A&E.

We employ more than 3,000 people and strive to recruit and retain the best doctors, nurses, allied health workers and other staff. The commitment of our employees is key to the Trust's success and reputation. We are currently rated 'Good' by the Care Quality Commission.

The Trust is committed to being a leader in the field of training and research in children's healthcare and we continue to deliver a strong portfolio of research and product innovation.



Our sites



Our acute hospital site is on Western Bank near Sheffield City Centre. This is home to our inpatient wards, theatres, critical care unit, emergency department, outpatient clinics, research department, laboratories and administrative offices.

Our other sites include:

- Becton Centre for Children and Young People, Beighton;
- Centenary House, Upperthorpe;
- Flockton House, Nether Edge;
- Northern General Hospital, Sheffield;
- Ryegate Children's Centre, Crosspool.

We also run Embrace, an accredited critical care transport service based in Barnsley.

The role of a governor

As a governor you will engage with our 11,200 members and make sure their voice is heard. You will be required to:

- represent the interests of our members and the public;
- hold our non-executive directors (NEDs) to account for the performance of the Board of Directors;
- appoint and, if necessary, remove the chair and NEDs;
- set the pay and conditions for the chair and NEDs;
- approve the appointment of the Chief Executive;
- appoint or remove the Trust's auditors;
- approve significant transactions, mergers, acquisitions, separations or dissolutions.

As a governor you will receive agendas and minutes for meetings and have the power to ask directors to attend meetings to answer questions.

Governors are expected to attend the Annual Members' Meeting as well as formal Council of Governors meetings which take place at least four times a year. Governors also attend briefings, training events and Back to the Floor visits. Governors will be paid back for all reasonable expenses incurred as part of discharging their duties.

Being a governor is not about 'rubber stamping' decisions made by the Board of Directors. The Council of Governors advises the Board of Directors as to public opinion and are guardians of the public interest. They take the temperature of the organisation and can challenge Board decisions.

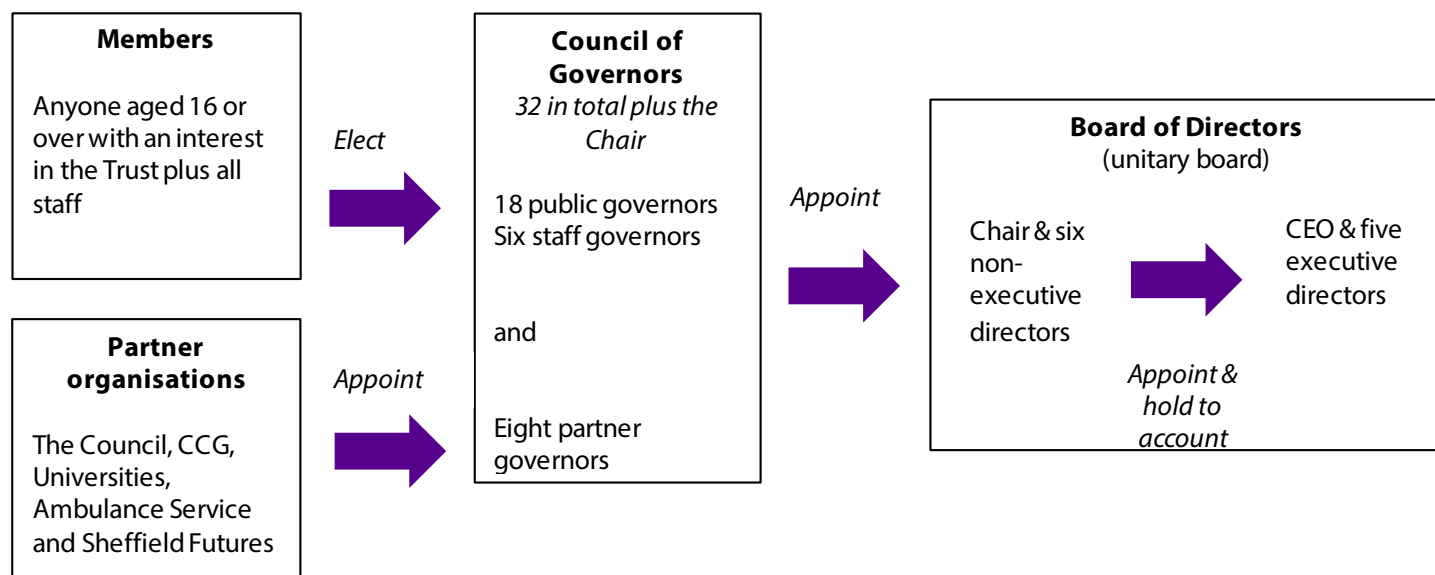
As the key link between the Trust and the communities that we serve, governors advise the Trust about the needs of patients and the community, and suggest ways to involve patients and the public in developing and delivering services.

As ambassadors, governors promote the work of the Trust within their constituencies. This may involve attending and speaking at local events or holding local surgeries for patients, members of the public or staff. As guardians, governors make sure that the Trust is run in a way that reflects its purpose, and complies with the obligations placed on it.

All governors must sign a declaration agreeing to follow the Trust's Code of Conduct for governors.

How we work together

The basic governance structure of all NHS foundation trusts includes members, the Council of Governors and the Board of Directors. The Chair of the Board of Directors is also the Chair of the Council of Governors.



Members

Being a member means keeping up to date with developments and having a say about how the Trust is run. At the moment there are around 11,200 Trust members spread throughout Sheffield and beyond.

Board of Directors

Our Board of Directors is responsible for setting the strategy of the Trust and monitoring its performance. There are 13 voting members of the Board of Directors made up of seven non-executive directors including the Chair and six executive directors. Sarah Jones was appointed Chair of the Board on 1 September 2016 and is in her second three-year term.

One of the key roles of the non-executive directors is to obtain assurance that the correct governance, policies and procedures are in place and that performance is being appropriately managed at an operational level. One of the ways it does this is through three board committees responsible for: people and performance; quality; and risk and audit.

There are three other board committees responsible for appointing and remunerating executive directors, for working with partner trusts in South Yorkshire and Bassetlaw and for managing the charitable funds of the Trust.

Council of Governors

The Council of Governors is made up of 32 governors who are either elected by staff or members of the Trust or appointed by stakeholder organisations such as the clinical commissioning group, local authorities, ambulance service, voluntary sector or universities.

Public members (elected)	
Sheffield	12
Rest of South Yorkshire (Barnsley, Doncaster & Rotherham)	3
Rest of England and Wales	2
North Derbyshire (Bolsover, Chesterfield and NE Derbyshire)	1
Staff members (elected)	
Medical and Dental	1
Nursing and Midwifery	2
Other Clinical Healthcare	2
Non-Clinical	2
Partner organisations (appointed)	

Governors have two key duties:

- To hold the non-executive directors to account for the performance of the Board; and
- To represent the interests of our members and the public.

How do I stand for election?

You need to be 16 or over and registered as a member of the Trust to stand for election as a governor. You can check whether you are a member by contacting the Corporate Affairs Team on 0114 2717593.

You don't need any formal qualifications to be a governor. Some governors have previous experience of working with their local communities while others bring skills that they have gained through paid or voluntary work.

Once elected, the Trust has the duty to ensure that governors are equipped with the skills to perform this role. Full induction and training will be provided. Whilst there are no qualifications needed, you may not become an elected governor if:

- you have been declared bankrupt;
- you have made a composition or arrangement with, or granted a trust deed for, creditors and have not been discharged in respect of it;
- you have been sentenced to prison for three or more months within the last five years.

There are other reasons why you may not be able to be a governor, so please contact the Corporate Affairs Team on the number above if you'd like to stand for election but think there might be an issue.

Once nominations are open you can request a pack from the Corporate Affairs Team by emailing matthew.kane1@nhs.net or ringing 0114 2717593. Alternatively you can submit your nomination by completing the form at:

www.cesvotes.com/sch2020



How do the elections work?

An external agency runs the elections to make sure that they are completely impartial.

Nominations and ballot papers are handled by this external agency and the agency sends out information to all members to enable them to vote.

Candidates are given the opportunity to write a brief statement about why they are standing for election, to introduce themselves to members and encourage people to vote for them.

Nine seats are up for election in 2020; successful candidates will be elected for a three year term of office.

Vacancies are as follows:

- Three seats in Public - Sheffield;
- Two seats in Public – Rest of England and Wales;
- One seat in Public - Rest of South Yorkshire;
- One seat in Staff – Medical and Dental;
- One seat in Staff - Other Clinical Healthcare;
- One seat in Staff – Nursing and Midwifery

Ballot papers will be sent to all registered members within the constituencies where an election is to be held. A ballot will only be held where there are more nominations than vacant seats.

The election system to be used is known as Single Transferable Vote (STV). The 2020 election timetable is as follows:

- Notice of election/nominations open: 15 June
- Virtual information briefings for prospective governors – 30 June and 7 July, 5.15pm
- Nomination deadline: 5pm, 13 July
- Summary of nominated candidates published: 14 July
- Final date for candidate withdrawal: 16 July
- Notice of poll published: 3 August
- Voting packs despatched: 4 August
- Close of ballot: 27 August
- Declaration of results: 28 August
- Term of office starts: September

A candidate may not incur any expenses or make a payment of any nature for the purposes of an election.



If you have any further questions please contact the
Corporate Affairs Office on 0114 2717593

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Western Bank
Sheffield
S10 2TH

Stay up to date with the elections at www.cesvotes.com/sch2020